

## **SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT**

It is the policy of The University to provide employees with a working environment free of problems associated with substance abuse. Accordingly, employees of The University are prohibited from engaging in the following conduct: (1) the illegal use of drugs, whether on or off duty; (2) the use of alcohol on duty; (3) the abuse of alcohol off duty which adversely affects the employee's job performance; and (4) any off duty conduct related to the illegal use or possession of drugs or abuse of alcohol which reflects adversely on the reputation of The University in the community. Employees who engage in the prohibited conduct identified above will receive discipline, up to and including termination of employment.

In order to effectuate this Substance Abuse Policy, The University may, in its sole discretion, require employees to submit to substance abuse testing upon request. Failure to submit to a substance abuse test when requested by a supervisor or alteration or attempted alteration of a sample submitted for substance abuse testing will result in discipline, up to and including termination of employment.

Any employee who is arrested for conduct related to the illegal use or possession of drugs or the abuse of alcohol must immediately notify his or her supervisor of the arrest. Failure to so notify a supervisor will result in immediate discipline, up to and including termination of employment.

Please sign this document in the space provided below to reflect the fact that you have read, understand, and agree to abide by this Substance Abuse Policy.

\_\_\_\_\_  
(employee signature)

\_\_\_\_\_  
(name-please print)

\_\_\_\_\_  
(witness signature)

\_\_\_\_\_  
(name-please print)

\_\_\_\_\_(date)